



# EMPLOYMENT OPPORTUNITY

1. RPA #
<b>100-DOIT</b>
ANALYST'S INITIALS
<b>KAJ</b>
DATE
<b>March 28, 2000</b>

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE <b>Data Processing Manager II</b>	3. POSITION NUMBER <b>304-001-1384-019</b>	4. TENURE <b>Permanent</b>	5. TIME BASE <b>Full-Time</b>	6. CBID <b>S01</b>
7. OFFICE OF <b>Oversight &amp; Project Initiation</b>	9. LOCATION (CITY or COUNTY) <b>SACRAMENTO</b>		9. MONTHLY SALARY <b>\$4772</b> TO  <b>\$5757</b>	
8. SEND APPLICATION TO:  <b>Ginger Scalia 801 K Street, Suite 2100 Sacramento, CA 95814</b>	10. WORKING HOURS <b>8AM to 5PM</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 445-5239</b>			
12. COMMENTS:			14. FILE BY <b>Open until filled</b>	
15. DUTIES  Under the general direction of the Oversight and Project Initiation Section Chief, the incumbent reviews complex entity information technology project documents, provides project oversight, and develops procedures and best practices to improve the management and oversight of information technology projects. The position assists in revising current statewide policies and guidelines to ensure compliance with legislatively mandated requirements, and assists State entities in communicating their information management requirements.				
16. DESIRABLE QUALIFICATIONS  Looking for a highly motivated and organized individual possessing flexibility and tact, who enjoys working in a fast-paced environment with competing priorities and a shifting workload demand. Database, Windows, and project management knowledge, BS or higher degree in Computer Science also desirable.				
17. ADDITIONAL SELECTION CRITERIA  If you are looking for a position that provides an opportunity to learn, network with all levels of State government, and perform in a highly visible department, this job is for you. We are looking for a highly motivated and organized individual possessing flexibility and tact, who enjoys working in a fast-paced environment with competing priorities and a shifting workload demand. Please submit an application and resume stating your relevant experience to the contact listed above. Applications will be screened and only the most qualified will be selected to interview.				

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.